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December 19, 2007

TO: Each Health Deputy

FROM: Jonathan E. Freedman
Acting Deputy Chief

A handwritten signature in black ink, appearing to read "Jonathan E. Freedman".

SUBJECT: **SOLE SOURCE PURCHASE ORDER WITH AIDS HEALTHCARE
FOUNDATION**

This is to advise you of our intention to request the Internal Services Department to issue a sole source purchase order in the amount of \$12,140 with AIDS Healthcare Foundation (AHF) for services related to development and usability testing of an Interactive Behavioral Risk Reduction program for men who have sex with men (MSM) living with HIV/AIDS. The project will involve creation of an interactive website for HIV-positive MSM to prevent STD/HIV transmission. The funding for this purchase order comes from federal Centers for Disease Control and Prevention (CDC) funds for Syphilis Elimination that have been rolled over and approved by the CDC for use in this project.

The purchase order will fund a variety of activities related to the development and usability testing of the website and website elements. Specifically, AHF will coordinate recruitment and stipends for 56 focus group participants, 7 HIV-positive MSM who will provide videotaped personal narratives on various topics, 30 website usability testers, 3 counselor consultants (who will develop counseling scripts for use in the website), and other outside consultants with expertise in HIV and risk reduction among MSM. AHF will also coordinate and host a Community Advisory Group to advise project activities, and will cover minor miscellaneous project expenses, equipment, and materials related to all the above activities.

AIDS Healthcare Foundation (AHF) is the largest HIV health care provider in Los Angeles County and the United States. It has extensive experience working collaboratively with the Los Angeles County Department of Public Health on HIV/STD prevention projects, including the Shed Some Light on Syphilis (2001) and Stop the Sores (2002-2005) media campaigns, the ongoing Men's Wellness Center STD clinic, and the ongoing in SPOTLA website, an STD/HIV partner notification website. AHF is one of the few agencies in the County to offer formal Partner Disclosure Assistance for persons with HIV and other STDs. Because of this body of organizational experience, AHF is uniquely suited to recruit participants and consultants for a web-based STD/HIV prevention and services project targeted to HIV-positive MSM. Specifically, AHF has unique access to HIV-positive MSM clients, unique experience with innovative web-based STD/HIV prevention, and unique experience coordinating a Community Advisory Group related to MSM-targeted social marketing and media projects.

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To enable access to these funds from the CDC, the funds must be encumbered by December 31, 2007. Therefore, to ensure County access to these funds, please respond to me with any questions or concerns you might have by December 26, 2007.

JEF:kd

c: Sheila Shima